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14 SEP 1973

MEMORANDUM FOR: Deputy Director for Management and Services  
SUBJECT : Activity Report - Office of Finance

1. The following is a summary of certain significant activities of the Office of Finance for the week ended 14 September 1973:

a. Agency Financial Report. Completed and submitted to DD/M&S for review a proposed final draft copy of the Agency Financial Report for FY 1973.

b. Payrolling Field Allowances. Cable notification and detailed instructions have been sent to the three Stations [ ] which have been selected to participate in a pilot project for the implementation of biweekly payment of certain field allowances by Headquarters payroll action. The pilot project is scheduled to begin with the biweekly pay period which commences 30 September 1973. Only living quarters and post allowances will be payrolled initially inasmuch as the current payroll system will not accommodate other allowances without program changes. Consideration will be given to the feasibility of payrolling other type allowances at a later date.

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c. Contractor Cost Proposals. CSAD has developed and is implementing a revised standard audit program to give required emphasis to determining that contractors' disclosure statements and cost proposals are consistent with standards recently promulgated by the Cost Accounting Standards Board.

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d. MAP Development Projects. Advised [ ] of our general agreement with his draft memorandum for Chief, OJCS Applications Division establishing general policy guidelines and priorities as they relate to Office of Finance objectives.

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Approved For Release 2002/06/18 : CIA-RDP84-00463R000100040069-6

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Approved For Release 2002/06/18 : CIA-RDP84-00463R000100040069-6